

Appendix A

Examples of Common Prerequisite Programs

To be effective, a HACCP program must be built upon a solid foundation of prerequisite programs. Prerequisite programs provide the basic conditions necessary for producing safe food. Below are some common prerequisite programs for Child Nutrition Programs:

Facility Design.

Sanitary design principles should be used in making decisions regarding the location, construction, and maintenance of the facility. For example, the sanitary design principles should be used in choosing adjacent properties and building materials for both exterior and interior ventilation. They also need to be applied to waste disposal and management, restroom facilities, handwash stations, potable water, ice, etc. To minimize cross contamination, the product should flow from raw to cooked areas. The facility should be designed so that traffic can be controlled in the production areas.

Supplier Control.

Each facility needs to make sure that its suppliers have effective food safety programs in place.

Specifications.

Specifications need to be written for all ingredients, products, and packaging materials.

Equipment Installation and Maintenance.

All equipment should be installed and maintained according to sanitary design principles. Maintenance and calibration schedules should be in place and documented.

Cleaning and Sanitation.

Procedures for cleaning and sanitizing equipment and the facility should be written down and followed.

Personal Hygiene.

Personal hygiene requirements should be written down. These requirements should apply to all employees and other persons, such as visitors and vendors, who enter the food service operation.

Training.

All employees should receive training in other prerequisite programs, especially those applicable to their jobs, such as personal hygiene, cleaning and sanitation procedures, and personal safety.

Chemical Control.

Documented procedures must be established to assure that chemicals (ex. cleaning chemicals, fumigants, and pesticides or baits used) are kept separate from food products and that they are used properly in the food service operation.

Receiving, Storing and Transporting.

All raw materials and products should be stored under sanitary conditions and the proper environmental conditions, such as temperature and humidity, to maintain their safety and quality.

Traceability and Recall.

A recall system should be established for all raw materials and products.

Pest Control.

Effective pest control programs should be established.

Food Temperature Control

Procedures should be established and written down for (1) maintaining and monitoring proper food temperatures and (2) discarding food held too long at improper temperatures.

Other examples of prerequisite programs might include quality assurance procedures, personal safety procedures, glass control, labeling procedures, and employee food and ingredient handling practices.

Prerequisite programs must be well-documented and should communicate the following:

- what is expected (to be performed).
- the frequency expected (to be performed).
- the person/position responsible (for performing the task).
- actions that must be taken if the activity is not performed according to procedure.

Note: Prerequisite programs are managed separately from the HACCP plan. However, the success of HACCP depends on the effectiveness of the prerequisite programs.

Adapted from the Hazard Analysis and Critical Control Point Principles and Application Guidelines, adopted August 14, 1997, by the FDA and USDA National Advisory Committee on Microbiological Criteria for Foods.